



Education &  
Communities

# 2012 NAPLAN

## Participation and Registration (PAR) Website User Manual

Phase 1

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## INTRODUCTION

A secure website has been established for schools to register details of all students participating in the National Assessment Program Literacy and Numeracy (NAPLAN) tests. These student details are required to facilitate smooth administration of the testing program.

The student Registration and Participation (PAR) website is at:

[www.naplanpar.nsw.edu.au](http://www.naplanpar.nsw.edu.au)

Each school can only access and amend the details of their own students. Schools were provided with their usernames and passwords in a letter included in the package containing the *Handbook for Principals*. If the username and password have not been received please contact the help desk on **1800 665 627**.

The website will be open to schools by sector:

	Open	Close
NSW Government	5 March 2012	9 March 2012
NSW Catholic	12 March 2012	16 March 2012
NSW Independent	26 March 2012	30 March 2012
ACT (All Schools)	19 March 2012	23 March 2012

In the registration phase (Phase 1), schools will be able to add new students and edit student details. Schools can allocate students into classes according to their arrangements for administering the NAPLAN tests, e.g. normal roll classes. Schools are able to select the order that the test books are printed in. This will enable test books to be sorted and delivered as per each school's test administration requirements.

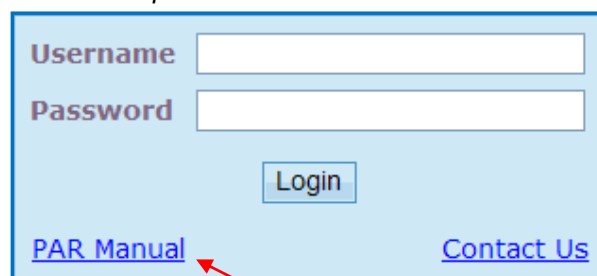
\* **Note that you will need to allow for pop-ups on your internet browser.**

## LOG-ON

To log-on to the secure website:

- go to [www.naplanpar.nsw.edu.au](http://www.naplanpar.nsw.edu.au).
- enter the **Username** and case-sensitive **Password** for your school.

*Note that if you enter incorrect details three times, you will be locked out of the website and will need to contact the help desk on **1800 665 627**.*



There are links on the log-on screen to the PAR Manual and to the contact details for support.

The website **HOME PAGE** will open.

## HOME PAGE

This screen consists of a main menu on the left and a table of steps to follow in the middle. Both perform the same function.

Important PAR updates and messages will scroll across the top of the screen in red.

Wed, Feb 15, 2012-The Student Participation and Registration Website

NSW GOVERNMENT | Education & Communities

NSW NAPLAN 2012  
Student Participation and Registration (PAR) Website  
Sample School (School Code: 299\_9700)

Next Help Log off

Wednesday  
15 February 2012

Home

Welcome to the NSW NAPLAN Student Participation and Registration website 2012.

This website will enable schools to perform the administrative functions relating to the National Assessment Program – Literacy and Numeracy (NAPLAN) tests for 2012 in a secure environment.

Steps	Tasks	Status
1.	<a href="#">Statement of Compliance</a>	Incomplete
2.	School Details	Open
3.	School Contacts	Open
4.	Student Management	Open
5.	Print Order	Open
6.	Confirmation	Incomplete

The 'Next' button allows you to move to the next page.

You can return to this page by clicking on the 'Home' button, on the left hand menu.

Next

The PAR website follows a logical sequence.

1. [Statement of Compliance](#)
2. [School Details](#)
3. [School Contacts](#)
4. [Student Management](#)
5. [Print Order](#)
6. [Confirmation](#)

Navigation through these steps is possible only after the Principal has completed the *Statement of Compliance*.

To move to a different screen you can:

- Click **Next** at top or bottom of the screen  
or
- Click the link on the main menu on the left  
or
- Click the link in the table on the **Home** screen.

You can return to the **Home** screen at any time by clicking on the **Home** button on the main menu.

The **Next** button, located at the top and bottom right hand corner of each screen, allows you to move to the next step.

## STATEMENT OF COMPLIANCE

Principals are required to acknowledge that they have read and understood the *National Protocols for Test Administration* (Part A) and the *Jurisdictional information* (Part B) of the *Handbook for Principals*.

The *Statement of Compliance* must be completed before any registration information can be entered.

All fields marked with a **red** asterisk are mandatory.

To complete:

- Click in the check box after reading the *Handbook for Principals*.
- Enter the **Principal's Name** in the text box.
- Enter the **Principal's email address** in the text box.
- Click on the **Submit** button to continue to the next step or **Back** to access the previous screen.

The screenshot shows a web browser window with a navigation menu on the left and a main content area. The navigation menu includes links for Home, 1. Statement of Compliance (highlighted), 2. School Details, 3. School Contacts, 4. Student Management, 5. Print Order, 6. Confirmation, Contact Us, and Forms. The main content area is titled '1. Statement of Compliance' and contains a checkbox with a red asterisk, a text box for the Principal's name, and a text box for the School/Principal's email, both with red asterisks. The form is titled '1. Statement of Compliance' and includes a checkbox with a red asterisk, a text box for the Principal's name, and a text box for the School/Principal's email, both with red asterisks. The form is titled '1. Statement of Compliance' and includes a checkbox with a red asterisk, a text box for the Principal's name, and a text box for the School/Principal's email, both with red asterisks.

Wednesday  
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Submit Back Help Log off

Home  
1. Statement of Compliance  
2. School Details  
3. School Contacts  
4. Student Management  
5. Print Order  
6. Confirmation  
Contact Us  
Forms

**1. Statement of Compliance**

☒ \* I have read and understood the [Handbook for Principals](#), Part A ( "National Protocols" ) and Part B ( "Jurisdictional information" )

Fields marked with \* are required.

Principal's name \*

School/Principal's email \*

Submit Back

A link is available to the *Handbook for Principals*.

Once the *Statement of Compliance* has been agreed to, the other functions of the website will be enabled.

## SCHOOL DETAILS

After completing the *Statement of Compliance*, the school's details can be viewed by clicking on [School Details](#) on the main menu or [School Details](#) on the [Home](#) screen.

All fields marked with a **red** asterisk are mandatory.

The school's phone, fax and email address can be edited.

Wednesday  
15 February 2012

Home  
1. Statement of Compliance  
2. School Details  
3. School Contacts  
4. Student Management  
5. Print Order  
6. Confirmation  
Contact Us  
Forms

2. School Details

To ensure the accurate and timely delivery of NAPLAN test and reporting packages, schools are asked to review the address and contact details listed below. Contact Teresa Elliott on (02) 9707 6223 if you need to make changes to the address details below. Click on the "Save" button after making any changes.

	<i>compulsory field</i>
Region Code	299
School Code	9700
School Name	Sample School
Delivery Address 1	1 Main Street
Delivery Address 2	
Suburb	Sydney
Postcode	2000
State	New South Wales
Country	
Phone*	02 8989 1234
Email*	principal2@school.nsw.edu.au
Fax	02 8989 1245

SaveBackNext

The school address details cannot be edited and are greyed out.

If you need to make changes to the school address details, please contact your testing authority.

For NSW Schools:

Contact Teresa Elliott on (02) 9707 6223

For ACT Schools:

Contact Ken Gordon on (02) 6205 9498

Click **Save** before clicking the **Next** button or click **Back** to go to the previous screen.

## SCHOOL CONTACTS


The **School Contacts** screen allows you to enter the names of the staff at your school who are authorised to receive NAPLAN test material. If possible, at least three staff members should be nominated.

Schools are also required to nominate the main contact person for each year level. The year level contacts will also be included in email dispatches to the school regarding NAPLAN.

To view the School Contacts for your school:

- click on **School Contacts** on the left of your screen. This will display a list of your school's contact details.

15, 2012-The Student Participation and Registration website is now open.

**NSW** Education & Communities

NSW NAPLAN 2012  
Student Participation and Registration (PAR) Website  
Sample School (School Code: 299\_9700)

BackNextHelpLog off

Wednesday  
15 February 2012

Home  
1. Statement of Compliance  
2. School Details  
3. School Contacts  
4. Student Management  
5. Print Order  
6. Confirmation  
Contact Us  
Forms

### 3. School Contacts

Schools are requested to designate a main contact for NAPLAN administrative issues.

Staff can also be nominated to receive email updates related to the administration of the tests, in this case they do not need to be nominated as authorised for receiving test and reporting packages.

Add Contact

Click Column Headers to Sort by the Column

Edit	Delete	First Name?	Surname?	Role?	admin3?	admin5?	admin7?	admin9?
Edit	Delete	John	Principal	Principal or Acting/equivalent				
Edit	Delete	Robert	Jones	Senior Years Coordinator			Y	Y
Edit	Delete	Mary	Teacher	Teacher	Y	Y		

BackNext

## a) ADD A SCHOOL CONTACT

To add a new School Contact for your school:

- Click on **Add Contact** button in the middle of the [School Contacts](#) screen. This will display a list of fields to be completed.
- Enter the contact's **First Name** and **Last Name**.
- Select the contact's role from the drop down list of options. If the contact is going to be the main contact person for the year level, click the check box for the year level. You can select only one primary contact for a year level.
- To complete the process: click **Add**. A pop-up text indicates that the process has been successful.

**Add Contact**

First Name\* Mary

Last Name\* Teacher

Contact Phone Number 0123456789

Email teacher@school.nsw.edu.au

Role\* Principal or Acting/equivalent

Principal or Acting/equivalent

Deputy Principal

Learning Director

Senior Years Coordinator

Middle Years Coordinator

Junior Years Coordinator

Year Level Coordinator

Teacher

Office / Business Manager

Administration Staff

Other Coordinator/Manager

Other

\* These fields are required

\*\* Checking this value will administrative contact for the main administrative contact for the year level. Only one person can be selected for a particular year level combination.

the main administrative contact for the year level.

particular year level combination.

Add Back

## b) EDIT A SCHOOL CONTACT

To edit a school contact:

- click on the **Edit** button next to the name on the [School Contacts](#) table. The **Edit Contact** screen will open.
- Update any details for the contact.
- Click the **Save** button.

## c) DELETE A SCHOOL CONTACT

To delete a school contact:

- Click the **Delete** button next to the name on the [School Contacts](#) table. The **Delete Contact** screen will open.
- Click the **Delete** button. A pop-up text indicates that the process has been successful.
- Click **Back** to go back to the [School Contacts](#) screen.



## STUDENT MANAGEMENT

The **Student Management** screen lists all students uploaded to the PAR website. These details need to be checked for accuracy and edited where necessary. Students can be added and deleted and roll class allocations can be changed.

If a roll class is not shown in the drop down menu, you will need to add a new roll class. (see p 13).

To check the student details:

- In the **Sort** table select the **Year level**, **Test type** and **Roll Class** that you want to check. Then click **Search**.

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Home  
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3. School Contacts  
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Contact Us  
Forms

### 4. Student Management

Use the 'Year Level', 'Test type' and 'Roll Class' drop down lists to select how you would like to sort student data.

Sort		Edit	
First Name	<input type="text"/>	Move to roll class	Select a Roll Class <input type="text"/>
Last Name	<input type="text"/>	Add student	Print/Save
Year level	3	Edit roll class	Add roll class
Test type	Language Conventions		
Roll Class	3.1		
Search			

Exemption forms to be completed Withdrawal letters from parents to be submitted

Visiting students in red text

Click column headers to sort by the column

<input type="checkbox"/> Edit	SRN	First Name	Last Name	DOB	Roll Class	Proposed Status
<input type="checkbox"/> Edit	441720025	Elena	Adamedes	2/10/2002	3.1	Participant
<input type="checkbox"/> Edit	441720122	Mounir	Aoun	24/04/2002	3.1	Participant

- This will display a list of the enrolled students and their details. The **Proposed Status** for all students will default to *Participant*.
- Click on the headings at the top of each column to sort the student details in different ways.
- Where there are more than 50 students in a cohort,  
~ click on the page numbers at the bottom of the student list.

<input type="checkbox"/> Edit	441763646	Lamia	Azizi	5/11/1995
<input type="checkbox"/> Edit	439802936	Najibee	Azizi	13/02/1997

1 2 3 4 5 ... > >>

You have 12 exemption form/s and 8 withdrawal letter/s from par school.

or

- ~ click the check box next to **Display all students** at the top of the student list. Uncheck this box to return to the default number of students.

☒ Display all students

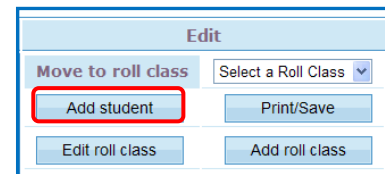
<input type="checkbox"/> Edit	SRN	First Name	Last Name	DOB
<input type="checkbox"/> Edit	433569865	Georgia	Abbott	5/01/1997
<input type="checkbox"/> Edit	439759771	Christian	Abreu	24/09/1998

## a) ADDING AND DELETING STUDENTS

### ADD A NEW STUDENT'S DETAILS

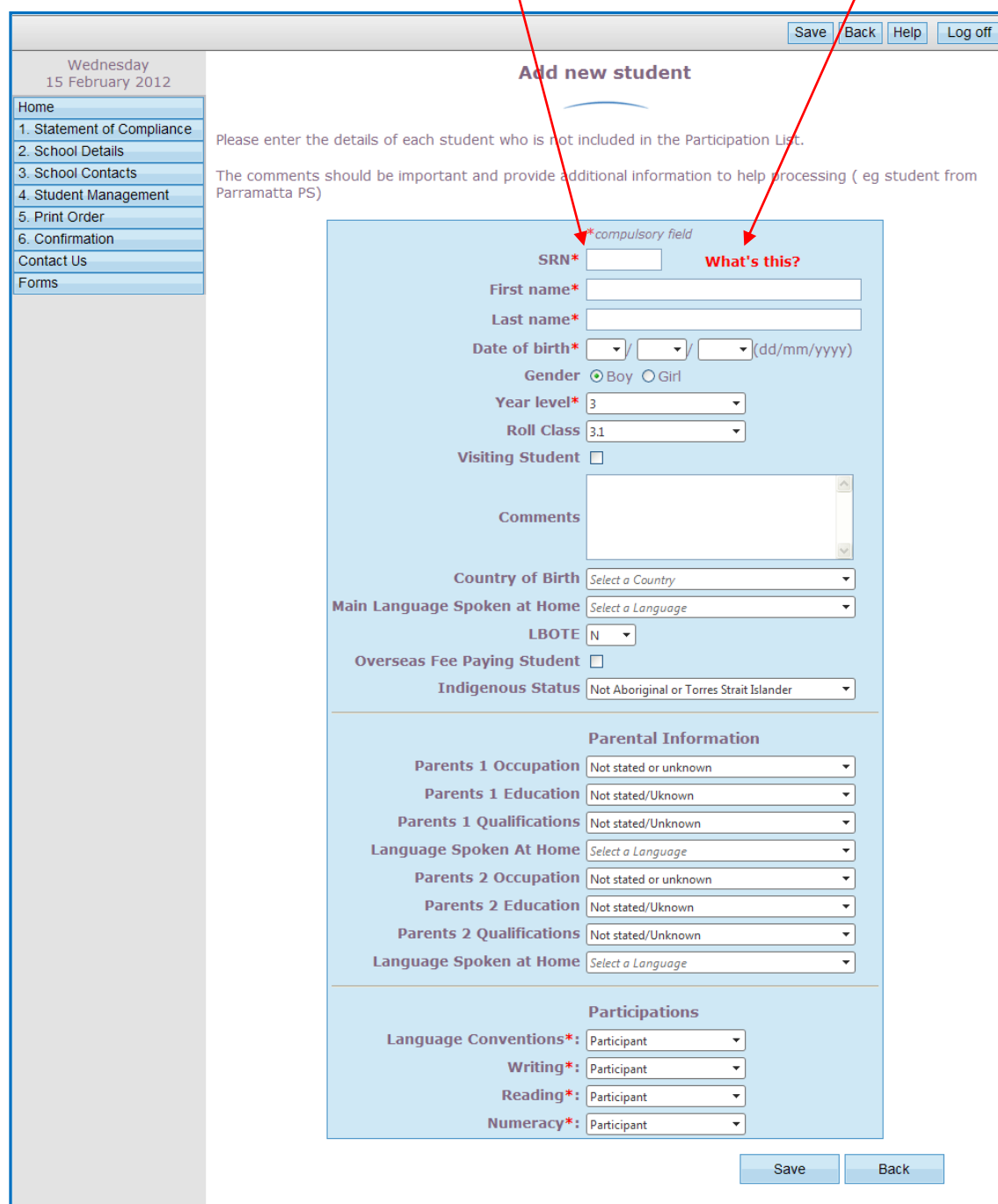
To add a new student's details:

- Click **Add Student** on the **Student Management** screen.
- Enter the details of the new student.
- Click on **Add** at the bottom of the screen.
- Click **Back** to return to the list of student details.



Once the student has been added, their name will appear on the student list.

If the student's SRN is not known, enter 000000000 (nine zeros). Click on **What's this?** For more information



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Home  
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Contact Us  
Forms

**Add new student**

Please enter the details of each student who is not included in the Participation List.  
The comments should be important and provide additional information to help processing ( eg student from Parramatta PS)

**SRN\***  **What's this?**

**First name\***

**Last name\***

**Date of birth\***  /  /  (dd/mm/yyyy)

**Gender** ☒ Boy ☐ Girl

**Year level\***

**Roll Class**

**Visiting Student** ☐

**Comments**

**Country of Birth**

**Main Language Spoken at Home**

**LBOTE**

**Overseas Fee Paying Student** ☐

**Indigenous Status**

**Parental Information**

**Parents 1 Occupation**

**Parents 1 Education**

**Parents 1 Qualifications**

**Language Spoken At Home**

**Parents 2 Occupation**

**Parents 2 Education**

**Parents 2 Qualifications**

**Language Spoken at Home**

**Participations**

**Language Conventions\***

**Writing\***

**Reading\***

**Numeracy\***

**Save** **Back**

## EDIT A STUDENT'S DETAILS

Schools will be able to change an individual student's details by clicking on **Edit** next to each student entry.

<input type="checkbox"/>	Edit	SRN?	First Name?	Last Name?	DOB?	Roll Class?	Proposed Status?
<input type="checkbox"/>	<a href="#">Edit</a>	441720025	Elena	Adamedes	2/10/2002	3.1	Participant
<input type="checkbox"/>	<a href="#">Edit</a>	441720122	Mounir	Aoun	24/04/2002	3.1	Participant

To edit a student's details:

- Click on **Edit** next to the student's name on the list. This will display a screen containing the details for the individual student (see below). New details can be entered in or selected from drop down options.
- Edit the student's details and then click **Update** to save the changes.
- Click **Back** to return to the list of students.

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[Home](#)  
[1. Statement of Compliance](#)  
[2. School Details](#)  
[3. School Contacts](#)  
[4. Student Management](#)  
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[6. Confirmation](#)  
[Contact Us](#)  
[Forms](#)

Update Back Help Log off

### Edit student

Please update the student details where necessary

\*compulsory field

SRN\* 000000000 [What's this?](#)

First name\* JOHN

Last name\* EDWARDS

Date of birth\* 2 Jun 2000 (dd/mm/yyyy)

Gender ☒ Boy ☐ Girl

Year level\* 3

Roll Class 3.1

Visiting Student ☐

## SEARCH FOR A SPECIFIC STUDENT

To view the student details:

- In the **Sort** table enter the student's name into the **First Name** and **Last Name** boxes and click **Search**.  
If the name exists, the list will display the student/s matching the name.  
If the name does not exist the message '*This student is not found*' will be displayed.
- Click on [Student Management](#) to return to the student list.

## RECORD A STUDENT AS EXEMPT, WITHDRAWN OR DELETED

- Select the relevant option from the **Proposed Status** drop down list next to each student.
- If *Exempt* or *Withdrawn* is selected, the student's record will be highlighted in colour to indicate that a consent form must be completed.

<input type="checkbox"/>	Edit	SRN?	First Name?	Last Name?	DOB?	Roll Class?	Proposed Status?
<input type="checkbox"/>	<a href="#">Edit</a>	441759975	DANIEL	ANGELONI	5/06/2003	test 7	Withdrawn
<input type="checkbox"/>	<a href="#">Edit</a>	441759941	WILLIAM	BARLOW	29/05/2002	3kz	Participant
<input type="checkbox"/>	<a href="#">Edit</a>	000000000	BOB	BRICK	18/10/2002	3ky	Exempt

- The relevant forms can be downloaded from the link at the bottom of the [Student Management](#) screen or from the [Forms](#) screen on the main menu.

## VISITING STUDENTS

If a student is visiting your school to complete the NAPLAN tests from another school in NSW or interstate, tick the **Visiting Student** check box in the **Add new student** screen.

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Home  
1. Statement of Compliance  
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Contact Us  
Forms

**Add new student**

Please enter the details of each student who is not included in the Participation List.  
The comments should be important and provide additional information to help processing ( eg student from Parramatta PS)

\*compulsory field

SRN\*  **What's this?**

First name\*

Last name\*

Date of birth\*  /  /  (dd/mm/yyyy)

Gender ☒ Boy ☐ Girl

Year level\*

Roll Class\*

Visiting Student ☐

Comments

The details you need to enter for **Visiting Students** are:

- Student SRN - If the student's SRN is not known, enter 000000000 (nine zeros)
- First name
- Last name
- Date of birth
- Gender
- Year level

If the student's home school is in NSW or ACT, click on the name of the school in the drop down list.

Visiting Student ☒

Visiting Student School\*

Comments

If the student's home school is in another state or territory (if other than NSW or ACT), enter in the **Comments** box the student's state and home school.

Once a visiting student has been added in **Student Management** they will appear in **red** font within the student list.

Visiting students in red text

Click column headers to sort by the column

<input type="checkbox"/>	Edit	SRN?	First Name?	Last Name?	DOB?	Roll Class?	Proposed Status?
<input type="checkbox"/>	Edit	000000000	BOB	BRICK	18/10/2002	3ky	Exempt
<input type="checkbox"/>	Edit	000000000	GARY	FILBY	9/04/1988	3ky	Participant
<input type="checkbox"/>	Edit	000000000	JANENE	IVANCIC	2/02/2002	3ky	Participant

## b) ROLL CLASSES

### ADD A ROLL CLASS

You can create a new roll class if you wish to re-group the students.

- Click **Add roll class**.
- Enter the roll class name.
- Select the **Year level** from the drop down list.
- Click **Add** to create the new roll class.
- Click **Return** to take you back to the **Student Management** screen.

The screenshot shows a form titled 'Edit' with several buttons: 'Move to roll class', 'Add student', 'Edit roll class', 'Print/Save', and 'Add roll class'. The 'Add roll class' button is highlighted with a red rectangular box.

The list of roll classes will show the number of students currently listed.

The screenshot shows the 'Add new roll class' form with fields for 'Roll Class name\*' (marked as compulsory) and 'Year level\*' (set to 3). Below the form is a table listing existing roll classes.

Delete	Roll Class	Year Level	No. of Students
<a href="#">Delete</a>	3.1	3	14
<a href="#">Delete</a>	3.2	3	11
<a href="#">Delete</a>	NONE	3	20

### EDIT A ROLL CLASS

Once the roll class is created, the name can be edited, by clicking on the **Edit roll class** link on the **Student Management** screen.

There is the option to delete a roll class if desired.

- Select a roll class from the drop down list in the **Sort** table.

The screenshot shows the 'Sort' table with a dropdown menu for 'Roll Class' open, showing options like 'All roll classes', '3ky', and '3kz'. A red arrow points from the text 'Select a roll class from the drop down list in the Sort table.' to the dropdown menu.

The screenshot shows the 'Edit' form with a red arrow pointing from the text 'Click Update roll class name.' to the 'Update roll class name' button.

- In the **Edit** table, click **Edit Roll Class**.
- Next to **New Roll Class Name**, enter the new name.
- Click **Update roll class name**.

## MOVE A STUDENT OR GROUP OF STUDENTS FROM ONE ROLL CLASS TO ANOTHER

- Click the check box at the beginning of the row containing the name of the student/s you wish to change.
- Select the new class from the **Move to roll class** drop down list in the **Edit** table.

The roll class information will be updated for the selected students.

Edit	
<b>Move to roll class</b>	Select a Roll Class ▼
Add student	Print/Save
Edit roll class	Add roll class

[Back](#) [Next](#) [Help](#) [Log off](#)

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Home

1. Statement of Compliance

2. School Details

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4. Student Management

5. Print Order

6. Confirmation

Contact Us

Forms

### 4. Student Management

Use the 'Year Level', 'Test type' and 'Roll Class' drop down lists to select how you would like to sort student data.

Sort		Edit	
First Name	<input type="text"/>	<b>Move to roll class</b>	Select a Roll Class ▼
Last Name	<input type="text"/>	Add student	Print/Save
Year level	3 ▼	Edit roll class	Add roll class
Test type	Language Conventions ▼		
Roll Class	All roll classes ▼		
Search			

Exemption forms to be completed
Withdrawal letters from parents to be submitted

Visiting students in red text

Click column headers to sort by the column

<input type="checkbox"/>	Edit	SRN?	First Name?	Last Name?	DOB?	Roll Class?	Proposed Status?
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	441720025	Elena	Adamedes	2/10/2002	3.1	Participant ▼
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	441720122	Mounir	Aoun	24/04/2002	3.1	Participant ▼
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	441719833	Milia	Azar	1/09/2002	3.1	Participant ▼
<input type="checkbox"/>	<a href="#">Edit</a>	441720131	Lazareth	Baran	19/06/2002	3.1	Participant ▼
<input type="checkbox"/>	<a href="#">Edit</a>	441720114	Yeanie	Beah	9/12/2002	3.1	Participant ▼
<input type="checkbox"/>	<a href="#">Edit</a>	441720149	Mathew	Bui	20/02/2003	3.2	Participant ▼

## MOVE ALL STUDENTS FROM ONE ROLL CLASS TO ANOTHER

- Click the check box in the column header at the top of the list of student names.
  - Select the new roll class from the **Move to roll class** drop down list in the **Edit** table.
- The roll class information will be updated for the selected students.

<input checked="" type="checkbox"/>	Edit	SRN?	First Name?	Last Name?	DOB?	Roll Class?	Proposed Status?
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	441759975	DANIEL	ANGELONI	5/06/2003	test 7	Withdrawn ▼
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	441759941	WILLIAM	BARLOW	29/05/2002	3kz	Participant ▼
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	000000000	BOB	BRICK	18/10/2002	3ky	Exempt ▼
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	441759932	GABRIELLA JEMELLA BINDELLA	BUCKLAND-WILLIS SMITH	24/08/2002	test1.9 and RED	Exempt ▼
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	441759924	GRACE	CAMPBELL	11/07/2003	3Rblack	Withdrawn ▼

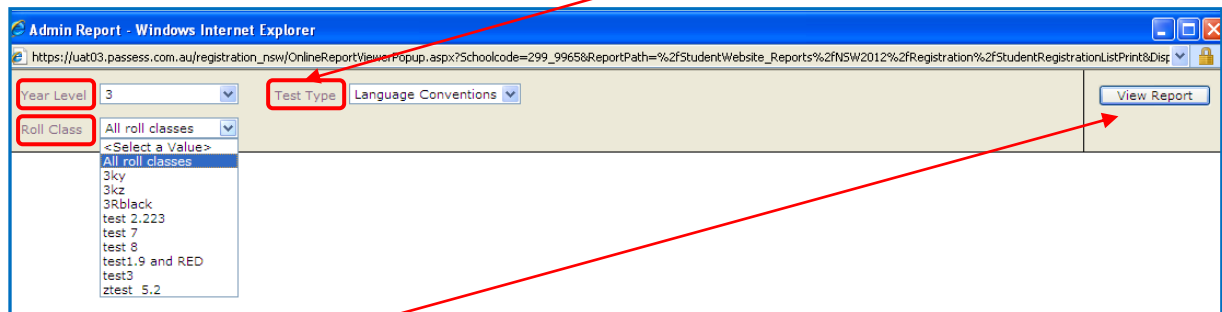
### c) PRINT OR SAVE THE LIST OF STUDENTS


**Note:** Depending on your computer, the print function may require you to do a simple installation of an ActiveX control. If the installation is required see the Appendix.

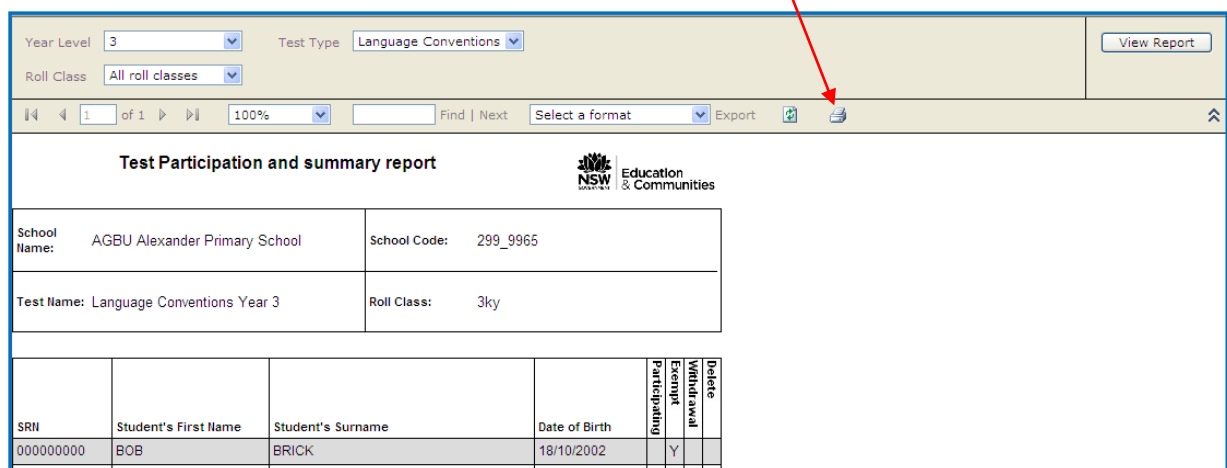
You can print and/or save the list of students by clicking on **Print/Save**.

To print:

- Click **Print/Save** on the **Student Management** screen.
- When the report screen appears select the **Year Level**, **Test Type** and **Roll Class** from the relevant drop down lists.



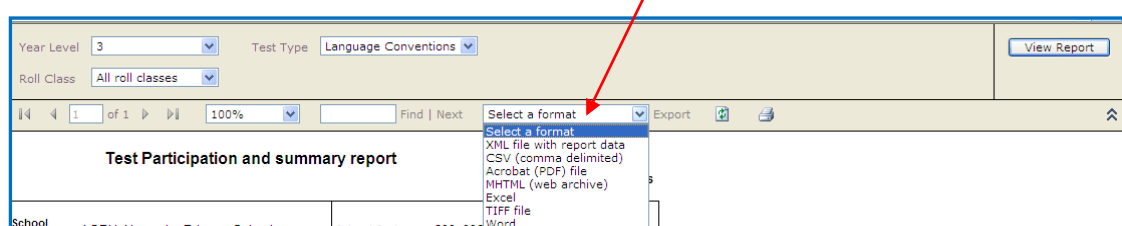
- Click **View Report** (on the right hand side).
- After the report is generated, click on the print icon .



SRN	Student's First Name	Student's Surname	Date of Birth	Participating	Exempt	Withdrawal	Delete
000000000	BOB	BRICK	18/10/2002		Y		

To save:

- Click **Print/Save** on the **Student Management** screen.
- When the report screen appears select the **Year Level**, **Test Type** and **Roll Class** from the relevant drop down lists.
- Click **View Report**.
- Select your preferred export format from the **Select a format** drop down list.



- Click **Export** and **Save** the document to the desired location.

## PRINT ORDER

The print order must be selected before student details can be overprinted onto the test books.

The print order selected from the drop down lists will be the order in which the test books are printed in. The order selected will apply to all test types.

To select the print order for a year level:

- Click **Print Order** on the main menu.
- In the table, select the **Print Order** from the drop down list for each year level.
- Click on the **Next** button to move to the **Confirmation** screen.

The print order can be either:

- *Alphabetical by Surname* (which is the default),  
or
- *Roll Class, Alphabetical by Surname*.

The screenshot shows a web application interface for selecting print orders. On the left is a sidebar menu with the date 'Wednesday 15 February 2012' and a list of links: Home, 1. Statement of Compliance, 2. School Details, 3. School Contacts, 4. Student Management, 5. Print Order (highlighted), 6. Confirmation, Contact Us, and Forms. The main content area is titled '5. Print Order' and contains the instruction: 'Please select the print order for the text booklets. The print order can be different for each year level.' Below this is a table with two columns: 'Year Level?' and 'Print Order?'. The table has four rows for year levels 3, 5, 7, and 9. For year level 3, the selected print order is 'Roll Class, Alphabetical by Surname'. For year levels 5, 7, and 9, the selected print order is 'Alphabetical by Surname (default)'. At the top right of the main area are buttons for 'Back', 'Next', 'Help', and 'Log off'. At the bottom right are buttons for 'Back' and 'Next'.

Year Level?	Print Order?
3	Roll Class, Alphabetical by Surname
5	Alphabetical by Surname (default)
7	Alphabetical by Surname (default)
9	Alphabetical by Surname (default)



## CONFIRMATION

After checking your students' records and making necessary amendments, confirm that all information is accurate. This is required for the overprinting of student details onto the test books. The print order that you selected on the [Print Order](#) screen will be displayed in the table.

### CORRECT INFORMATION DISPLAYED

When the student details for a Year level are accurate:

- Click on [Confirmation](#) on the main menu bar on the left of the screen.
- Click the box next to the Year level that you want to confirm. The date and time of confirmation will be shown.
- Once confirmation for each year level has been received the online student registration process is complete. A pop up text indicates that the process is complete.
- Completing the process means that student details will be electronically sent to the printing contractor for the overprinting of student information onto the test books.

Wednesday  
15 February 2012

Home Help Log off

### 6. Confirmation

This page provides you with a checklist of your school data so you are able to review which year levels require confirmation or updates.

Tick the box next to the year level to confirm the data has been finalised and to confirm the print order for the test booklets.

It is possible to 'untick' the box and to then change student details. However as a final check and to show that all student details have been updated, all boxes next to each year level should be ticked.

Once all boxes have been ticked, your books will be sent to the print queue. Changes can still be made to student details and new students added, but these changes will not be reflected on the test books.

Confirmed	Year Level	Print Order	Confirmed Date
<input checked="" type="checkbox"/>	3	Roll Class, Alphabetical by Surname	15/02/2012 9:51:13 AM
<input type="checkbox"/>	5	Alphabetical by Surname	
<input type="checkbox"/>	7	Alphabetical by Surname	
<input type="checkbox"/>	9	Alphabetical by Surname	

Home

### INCORRECT INFORMATION DISPLAYED

Once all cohorts have been confirmed, the [Student Management](#) screen will be greyed out.

- If you need to make any further amendments, please untick the relevant box on the [Confirmation](#) screen and click on [Student Management](#) to go back.
- The list of students is now re-enabled for editing, however, the updates may not be shown on the overprinted test books.

Once you have confirmed your data, the table on the [Home](#) screen is updated, showing the [Print Order](#) as **Complete** and [Confirmation](#) as **Complete**.

Once confirmation for each year level has been received, the online student registration process is complete. The test books will then be sent to the print queue for overprinting.

Schools that do not confirm their student details by the due date (Government schools by 9 March and Non-government by 30 March) will be contacted by EMSAD.

## FORMS

The **Forms** screen contains links to documents and forms for use during the NAPLAN period. Each form can be downloaded and saved as a PDF document.

The screenshot shows a web application interface. At the top right, there are 'Help' and 'Log off' buttons. On the left, a sidebar contains a date 'Wednesday 15 February 2012' and a list of navigation links: 'Home', '1. Statement of Compliance', '2. School Details', '3. School Contacts', '4. Student Management', '5. Print Order', '6. Confirmation', 'Contact Us', and 'Forms'. The main content area is titled 'Forms' and contains a blue curved line. Below this, a text block states: 'This list contains all the necessary forms required for registration. Please click on the forms you require to download.' This is followed by two sections: 'Documents:' and 'Forms:'. The 'Documents' section lists links for 'Letter to Parents', 'Handbook for Principals', 'PAR Manual', 'Test Administration Handbook for Years 3 & 5 (Available in March)', and 'Test Administration Handbook for Years 7 & 9 (Available in March)'. The 'Forms' section lists links for 'Parent/carer consent for exemption and withdrawal', 'Parent/carer consent for access to special provisions', 'Request for Large Print and Braille', 'Request for an electronic test', 'Application to use a scribe', and 'Application to use a computer', each with a corresponding final date.

Documents:
<a href="#">Letter to Parents</a>
<a href="#">Handbook for Principals</a>
<a href="#">PAR Manual</a>
<a href="#">Test Administration Handbook for Years 3 &amp; 5 (Available in March)</a>
<a href="#">Test Administration Handbook for Years 7 &amp; 9 (Available in March)</a>

Forms:	
<a href="#">Parent/carer consent for exemption and withdrawal</a>	Final date 30 April 2012
<a href="#">Parent/carer consent for access to special provisions</a>	Final date 30 April 2012
<a href="#">Request for Large Print and Braille</a>	Final date 23 March 2012
<a href="#">Request for an electronic test</a>	Final date 23 March 2012
<a href="#">Application to use a scribe</a>	Final date 30 April 2012
<a href="#">Application to use a computer</a>	Final date 30 April 2012

Completed forms for exemptions, withdrawals and special provisions must be kept at the school for future reference.

## WEBSITE SUPPORT

The toll-free help desk number (1800 665 627) and the contact details for your testing authority can be found in the **Contact Us** screen.

The help desk should be contacted for all technical queries and will be available from 8am to 4pm (local time), Monday to Friday.

For NAPLAN testing related queries please contact your testing authority.

### Government schools

General (02) 9707 6221

(02) 9707 6215

Fax (02) 9707 6235

### Catholic schools

Karen Ferrante (02) 9707 6228

Email: [karen.ferrante1@det.nsw.edu.au](mailto:karen.ferrante1@det.nsw.edu.au)

### Independent Schools

Teresa Elliott (02) 9707 6223

Email: [naplan.nsw@det.nsw.edu.au](mailto:naplan.nsw@det.nsw.edu.au)

### ACT Schools

Ken Gordon (02) 6205 9498

Fax: (02) 6205 8353

Email: [Ken.Gordon@act.gov.au](mailto:Ken.Gordon@act.gov.au)

## APPENDIX: INSTALLING THE PRINT CONTROL

For the printing of school class lists from the Student Management screen, you will need to install an Active X control.

If the installation is required you will see the following message displayed on the top of the screen in a yellow bar - *“This site may require the following ActiveX control: ‘SQL Server Reporting Services 2008’ from ‘Microsoft Corporation’. Click here to install ...”*

When you are prompted to install the Active X control, you will be presented with the following image.



Click on the **Install** button to install the software.

